

COPY CENTER OPERATOR SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
2846	Copy Center Operator I	04	661	6 mo.	10/24/90
2847	Copy Center Operator II	04	661	6 mo.	10/24/90
2848	Copy Center Operator III	04	661	6 mo.	10/24/90
4743(2848)	Copy Center Operator IV	03	661	6 mo.	10/24/90

Promotional Line: 317

Series Narrative

Employees in this series operate reprographic equipment in a copy center facility of a campus printing service, perform equipment maintenance, maintain records and job-order progress, and advise customers on copying needs. At the upper levels of the series Copy Center Operators supervise and train subordinate employees and coordinate copy center facility operations.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Copy Center Operator I

2846

Employees at this level assist in the operation of reprographic equipment in a copy center facility and maintain inventory of supplies. They work under the direct supervision of higher level personnel.

A Copy Center Operator I typically--

1. operates standard reprographic equipment (such as small copiers, collators, binders, and staplers) and assists in the operation of more complex equipment (such as large high-speed copiers, facsimile machines, and laser printers)
2. maintains inventory of supplies and restocks self-service copiers as necessary
3. cleans and performs minor adjustments to copy center reprographic equipment
4. delivers and picks up materials to be copied as required
5. may receive training in higher level tasks (such as operating complex equipment, logging job orders, or performing more complex equipment maintenance)
6. performs related duties as assigned

Level II: Copy Center Operator II

2847

Employees at this level operate a variety of reprographic equipment in copy center facility, maintain job-request records, and instruct center users in the operation of self-service reprographic equipment. They work under the general supervision of higher level personnel.

A Copy Center Operator II typically--

1. operates a variety of reprographic equipment such as that outlined in level I of this series
2. logs in job orders and maintains job-request records
3. instructs copy center users in the operation of self-service copiers and related equipment
4. maintains inventory of supplies and requests supplies as needed
5. prepares, cleans, and makes complex adjustments to copy center reprographic equipment
6. may be responsible for the overall activities of a small copy center, which may or may not involve supervisory responsibilities
7. delivers and picks up materials to be copied, as required
8. performs related duties as assigned

Level III: Copy Center Operator III

2848

Employees at this level supervise the activities of a copy center facility, maintain facility records, and operate reprographic equipment. They work under general supervision of higher level personnel.

A Copy Center Operator III typically--

1. supervises the work of subordinate employees, including making work assignments, training operators in the operation of facility equipment, evaluating work performance, and participating in the selection of lower level employees
2. determines job charges and maintains necessary records
3. advises copy center users on copying needs, monitors job work flow, and ensures timely completion of work orders
4. monitors use of and takes meter readings of user-operator equipment; prepares billings to users
5. ensures security and confidentiality of materials produced in the facility
6. coordinates copy center operation with the area coordinator
7. operates reprographic equipment
8. performs related duties as required

Level IV: Copy Center Operator IV**4743(2848)**

Employees at this level coordinate the activities of the campus copy center operation, monitor work flow, and determine policies and procedures concerning the use and maintenance of equipment operated in copy centers. They work under the general supervision of higher level personnel.

A Copy Center Operator IV typically--

1. coordinates the activities of the campus copy center operation, including selecting and orienting new employees, monitoring staffing levels and work flow, and resolving customer complaints and concerns
2. determines supplies needed and submits requisitions as needed
3. processes billings to user departments, including verifying charges and approving credits
4. supervises and coordinates the pick-up and delivery of materials to and from various copy center facilities
5. prepares reports of center activities, work orders, equipment usage, and facility volume
6. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Copy Center Operator I****2846****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge and mental development equivalent to that required for graduation from high school
2. ability to follow oral and written instructions
3. mechanical aptitude
4. ability to operate reprographic equipment
5. manual dexterity
6. ability to lift heavy objects such as boxes of paper
7. ability to work effectively with others

Level II: Copy Center Operator II **2847**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. one year of experience in the operation of reprographic equipment

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. possession of the attributes listed for Copy Center Operator I
2. knowledge of reprographic equipment and materials
3. ability to keep written records
4. arithmetic ability
5. oral and written communication skills

Level III: Copy Center Operator III **2848**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. three years of experience in the operation of reprographic equipment

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. possession of the attributes listed for Copy Center Operator II
2. knowledge of reprographic equipment and materials
3. ability to prepare reports
4. skill in interpersonal relations
5. supervisory ability

Level IV: Copy Center Operator IV **4743(2848)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. four years of experience in the operation of reprographic equipment, two of which involved the supervision of others

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. possession of the attributes listed for the Copy Center Operator III

2. technical knowledge of reprographic equipment and materials
3. ability to plan, organize, and coordinate staff and equipment
4. ability to prepare reports

Copy Center Operator I	(NEW)
Copy Center Operator II	(NEW)
Copy Center Operator III	(NEW)
Copy Center Operator IV	(NEW)